VERMONT
Common Keystrokes and Hints for Working in SkillIT

1. *THE FIRST THING TO REMEMBER IS:* **When the system won't "let you out", HIT ESC TWO OR THREE TIMES.** Don't get caught in an error message that just keeps popping to the screen. Pressing the ESC key a couple times backs you out of the updates you have made to the current record or line. Often it will erase the record and you will need to start again.

2. *THE SECOND THING TO REMEMBER IS:* **It is best to press the TAB key to move from field to field, and always press the TAB key to move out of a field after you enter data so that Access will save your updates to that field.** Pressing ENTER usually will also move you from field to field, it is best to use the TAB key to move from field to field.

3. **Enter new records on the bottom line of any "continuous form" window (sometimes you need to scroll to the bottom)**. Continuous forms are windows that have a scroll bar down the right side and allow you to enter multiple choices for a single subject. The last line generally as a "*" in the record selector area. When you start typing you will notice the "*" will turn to a "pencil". When you click to the next record (or the record above), the "pencil" will go away meaning the choice is saved. If you delete a choice, the "*" will be an "arrow", but that is still a data entry row, not a "real" blank row.

4. **Delete a row (or choice) on a continuous form by**: (a) clicking on the left record selector button at the left of the row -- the record selector button with the "arrowhead" will turn dark to indicate the record is selected; and (b) press your DEL key. You will get a message box confirming the deletion of one row, click yes.

5. **Spell check any text field**: by putting the cursor in the text field and pressing F7.

6. **To enter multiple choices for OTHER**: whenever you select an OTHER choice, there is a text area below where you can enter your Other selections. Enter multiple choices/answers in the one box separated by semi-colons – e.g., You can only choose OTHER once per Skill Group area.

7. **Access always tries to save your data, no matter what.**

8. **Please do not close the application with the X button in the upper right corner**. *ALWAYS!!!* Go back to the Main Menu and press the Bye button to close out of SkillIT properly!!

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SkillIT Instructions

A). Getting Started

- This document provides instructions for entering your Skill Groups and Skill Categories.

So, let's get started
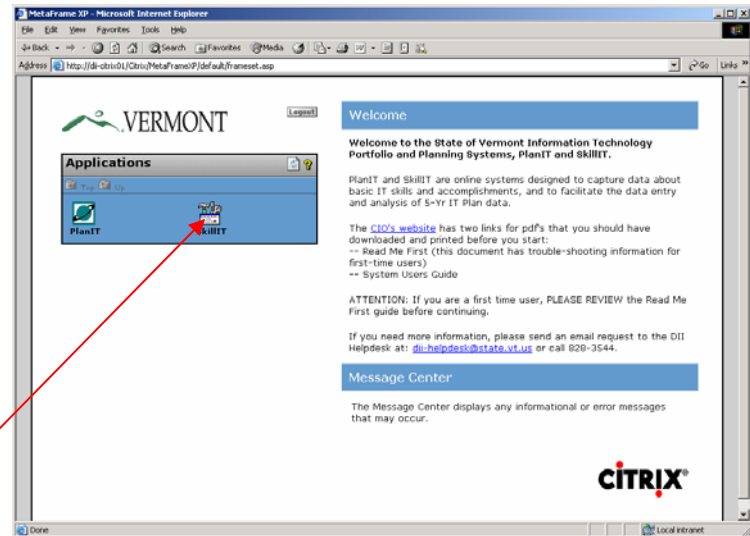
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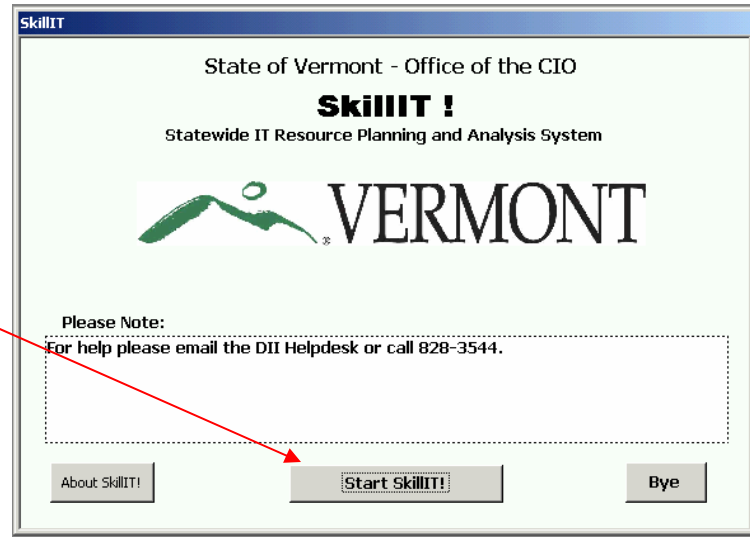
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STEP 1

1. Start your Internet Explorer.
2. In the address box.
    a. **Type: www.dii.state.vt.us**
    b. **On left side of screen click on "CIO Central" link.**
    c. **On right side of screen click on "CIO IT Planning and Analysis" link.**
    d. **Click: "SkillIT Read Me First Guide" link and print this document.**
    e. **Click: "SkillIT Users Guide" link and print this document.**
    f. **Click: "SkillIT System" link.**
    g. **Click "SkillIT" button.**

STEP 2

1. After you have clicked the SkillIT button the following screen will appear.
2. Click the "**Start SkillIT**" button to begin.
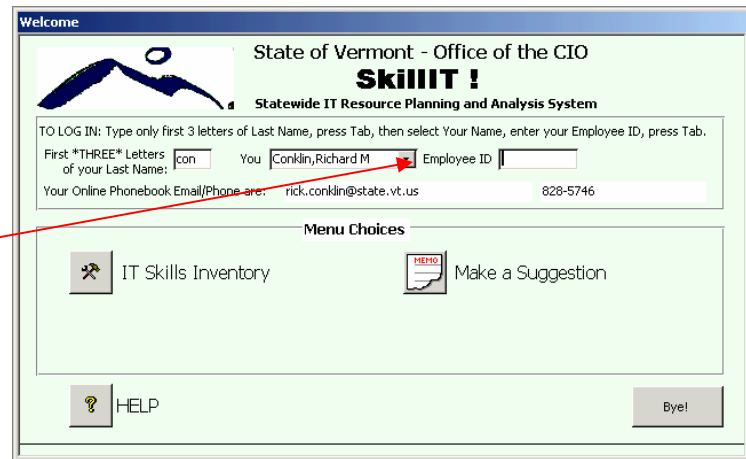
STEP 3

1. After you have clicked the Start SkillIT button the following screen will appear.
2. To begin the log in process type the **FIRST THREE LETTERS** of your Last Name and **PRESS TAB.**
3. **Note: "Help" button will provide a link to the User Read Me and User guide".**

3
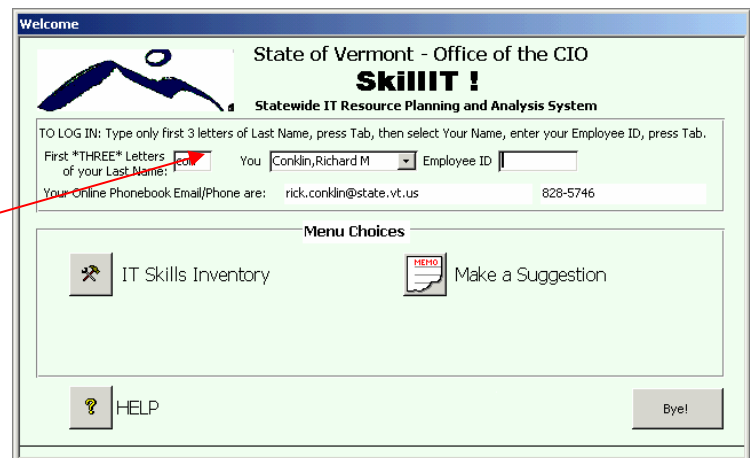
STEP 4

1. After you have entered the last three letters of your last name and pressed TAB the following screen will appear.
2. Click the arrow button on the **"You"** line, find and click your name and **Press TAB.**
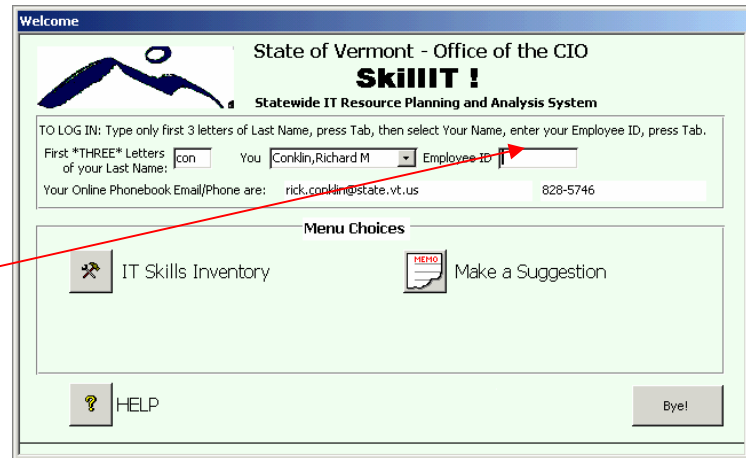
STEP 5

1. After you have found and click your name and pressed TAB the following screen will appear.
2. Type in your **Employee ID Number** and **Press TAB.**
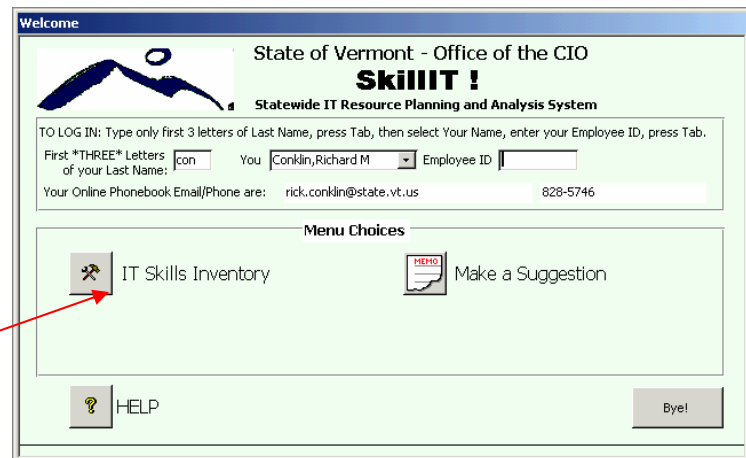
STEP 6

1. After you have typed your Employee ID and pressed TAB the following screen will appear.
2. Click the **"IT Skills Inventory"** Button.

![Vermont logo]
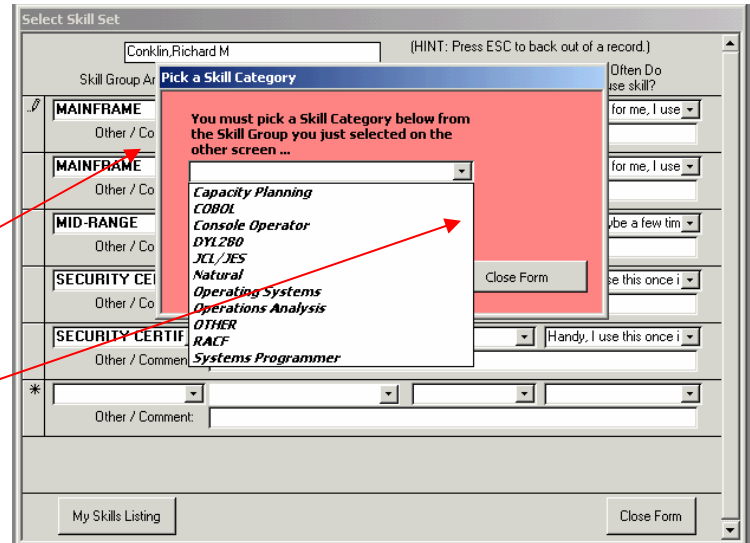
STEP 7

1. After you have clicked the IT Skills Inventory Button the following screen will appear.
2. Move your cursor under the **"Skills Group Area"** column and click on the drop down arrow box, highlight and click your skill group.
3. A box will appear called **"Pick a Skill Category"**.
4. Click on your skill category
5. The cursor will now be blinking in the **"Skill Level"** column line.

NOTE: See Common Key Stokes item 6 at the beginning of this document for instructions on using the "OTHER" option.

STEP 8

1. Click on the drop down arrow box under the **"Skill Level"** column; highlight your skill level and Press Tab.

STEP 9

1. Click on the drop down arrow box under the **"How Often Do You Use Skill?"** column; highlight how often you use the skill.
2. You have completed entering your first skill group, to add additional skills go to **Step 7** and follow the instructions
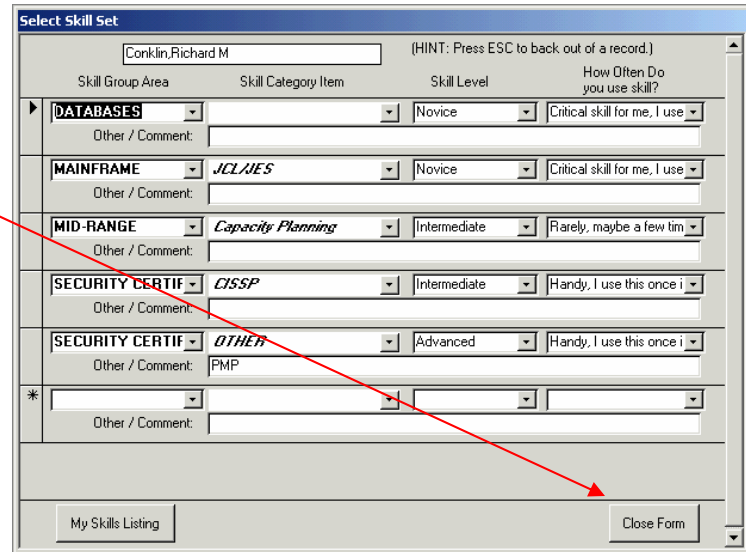
STEP 10

1. After you have completed adding you're your skills click **"Close Form"** button.

STEP 11

1. After you clicked the **"Close Form"** button the following screen will appear.
2. Click on **"Bye"** button to log off the system.